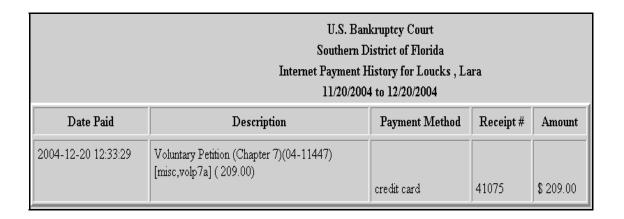
	3/01/03
CM/ECF	Chapter V
External User's Guide	Utilities
	Section 1
U.S. Bankruptcy Court, Southern District of Florida	Internet Payment History

Below are the steps to review the fee payment history for electronically filed documents filed by a user. The displayed report is user account specific. If you have multiple login accounts, each login must be used to obtain it's own history report.

- STEP 1 Select **Utilities** from the main menu.
- STEP 2 The **Utilities Events** screen will display.
 - ♦ Click Internet Payment History. Enter From and To dates.
 - ♦ Click Run Report or Clear to make corrections.



STEP 3 The Internet Payment History screen will display for your viewing.



	3/01/03
CM/ECF	Chapter V
	Utilities
External User's Guide	Section 2
U.S. Bankruptcy Court, Southern District of Florida	Internet Payments Due

Below are the steps to pay outstanding fees with the court for electronically filed documents.

- STEP 1 Select **Utilities** from the main menu.
- STEP 2 Click Internet Payments Due.

NOTE: If there are no fees due, the following message appears:

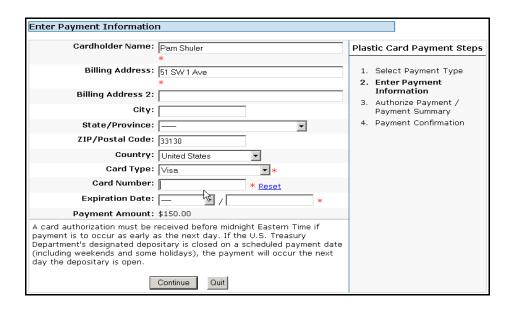
"There are currently no outstanding CM/ECF credit card charges"

- STEP 3 The **Summary of current charges** screen will display. Select **Pay Now** to complete this transaction OR select **Continue Filing** to file additional documents. If selecting **Continue Filing**, you will be reminded to pay all fees after each transaction. Any additional fee transactions will be added.
 - The example below demonstrates how fees will be paid for filing a new case. Click **Pay Now**.

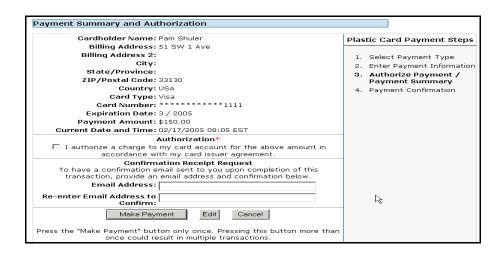


CM/ECF Chapter V Utilities External User's Guide U.S. Bankruptcy Court, Southern District of Florida U.S. Bankruptcy Court, Southern District of Florida

The **Enter Payment Information** screen will display. Enter the text fields. Items with a red " * " are required, but the user should also complete the **City** and **State** fields. *The steps are identified on the right side of the screen.* When completed, click **Continue**.

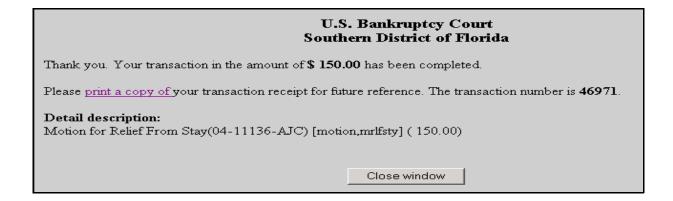


The **Payment Summary and Authorization** screen will display. Enter a check mark in the **Authorization** box. If a **Confirmation Receipt** is requested enter a valid **email address** (recommended). Click **Make Payment**, or click **Edit** to modify any previously entered user information.



	3/01/05
CM/ECF	Chapter V
	Utilities
External User's Guide	Section 2
U.S. Bankruptcy Court, Southern District of Florida	Internet Payments Due

STEP 6 The **Payment Confirmation** screen will display. If desired, print a copy of the transaction receipt by clicking on the hyperlink below. When finished, click **Close Window**.



CRITICAL ISSUE - Registered users must pay all filing fees prior to 3 a.m. the day following the filing transaction. Failure to pay filing fees will result in a suspension of the registered user's CM/ECF account except to pay all outstanding filing fees. When all fees have been paid the account will automatically revert back to an active status.

WARNING: If you have been "locked" out of ECF due to failure to pay fees and your account has been reactivated, before attempting to file another document you must log out of the system and log back in to continue filing.

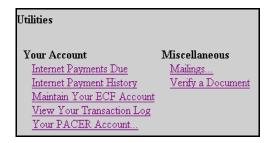
	5/12/05
CM/ECF	Chapter V
External User's Guide	Utilities
	Section 3
U.S. Bankruptcy Court, Southern District of Florida	Maintain Your ECF Account

This procedure demonstrates the functions of updating your CM/ECF user account. In addition it will provide instructions for editing the e-mail notification information.

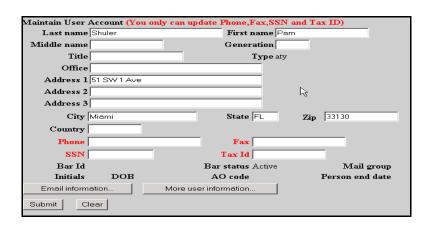
- STEP 1 Select **Utilities** from the main menu.
- STEP 2 The **Utilities Events** screen will display.

There are (2) categories to choose from.

- A. Your Account
- B. Miscellaneous
- ♦ Click on Maintain Your ECF Account.



- STEP 3 The **Maintain User Account** screen will display.
 - The user may update only the following text fields indicated in red; Phone, Fax, SSN and Tax ID. Please contact the clerk's office to change all other information.



• If any modifications are made. Click **Submit**. If not make the applicable selection and proceed.

CM/ECF	Chapter V
	Utilities
External User's Guide	Section 3
U.S. Bankruptcy Court, Southern District of Florida	Maintain Your ECF Account
U.S. Bankruptcy Court, Southern District of Florida	Maintain Tour Let Account

STEP 4 Editing Email Notification Information. Click **Email Information**.

Email Information screen will display. Enter information into the text fields as needed.

- Primary e-mail address: Please contact the court if a modification to your primary email address is required via email cmecf_support@flsb.uscourts.gov.
- Send the notices specified below: These two fields allows the entry of additional e-mail addresses to which notices will be sent.
 - to the primary e-mail address: To activate the notices this box must be checked.
 - to these additional e-mail addresses: Type in additional e-mail addresses. Separate the addresses with a semi-colon. (This e-mail list is user maintained). For example, an attorney or trustee may wish add the email address of a software vendor who manages their Notices of Electronic Filing. To activate this function, the box must be checked. NOTE This option is available only on the registered user's primary account.
- ♦ Send notices in cases in which I am involved: Checking this box automatically informs the user when any filing has been submitted in a case where this person is a participant.
- ♦ Send notices in these additional cases: You do not have to be a participant in a case to receive e-mail notification of activity. The user may elect to be notified of activity in cases they have interest in but are not a party to. The case number format to enter this field is YY-NNNNN for main cases or YY-0NNNN for adversary cases. (This list is maintained by each user).
- Send a Notice for each filing: By checking this box you will receive e-mail notification <u>each time</u> a pleading or claim is filed on cases for which you are a participate in and cases you have specifically requested to be notified on. The notification will include the case number, name, docket text, and hyperlink.

Chapter V
Utilities
Section 3
Maintain Your ECF Account

- ♦ Send a Daily Summary Report: By checking this box you will receive only one email notification every morning, that will list a Summary format for all cases that had activity from the prior day. The Summary includes the case number, name, docket text, and hyperlink.
 - **NOTE** You cannot elect to receive both separate notices and summary report.
 - **NOTE** If using a software vendor to manage email, confirm with the vendor which selection is preferred.
- ♦ Format notices: You will choose to receive notices in either html or text format.

After modifying desired fields, click **Return to Account screen** or **Clear** to return to system's default.

- STEP 5 At the **Maintain User Account Screen**, click **Submit**. Accept the default selection of "*****Update All***** " and click **Submit**. A confirmation screen will appear.
- STEP 6 The **More User Information** option.
 - This option allows you <u>only</u> to change your password. Click Return to Account screen.

Ensure that you keep a record of your password because the Court will not be able to a retrieve it.

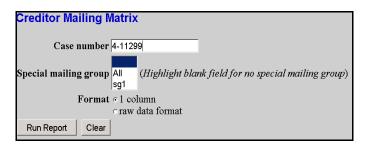


	3/12/02
CM/ECF	Chapter V
	Utilities
External User's Guide	Section 4
U.S. Bankruptcy Court, Southern District of Florida	Miscellaneous options

Below are the steps to access the Miscellaneous options of **Mailings** and **Verify a Document**.

MAILINGS

- I. Accessing a Creditor Mailing Matrix
- STEP 1 Select **Utilities** from the main menu (a creditor mailing matrix can also be accessed by clicking on **Reports** from the main menu then selecting **Creditor Mailing Matrix**.)
- STEP 2 Click Mailings.
- STEP 3 The Creditor Mailing Matrix.
- STEP 4 The **PACER Login** screen will display. Enter a PACER login and password. Click **Login**.
- STEP 5 The Creditor Mailing Matrix screen will display.
 - Enter the appropriate information. Choose a Format. Click Run Report.



STEP 6 The **Search Results** screen will display case creditor information and indicate the number of creditors. To print the report, click on the browser's **Print** icon.



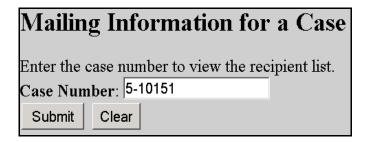
Total Labels 10

	3/12/02
CM/ECF	Chapter V
	Utilities
External User's Guide	Section 4
U.S. Bankruptcy Court, Southern District of Florida	Miscellaneous options

II. Accessing the Mailing Information for a Case

This option displays (for a single case), a list of those who receive e-mail notices, and those who require manual noticing.

- STEP 1 Select **Utilities** from the main menu.
- STEP 2 Click Mailings.
- STEP 3 Click Mailing Info for a Case.
- STEP 4 Enter a Case Number. Click Submit.



STEP 5 The Mailing Information for a Case screen will display.

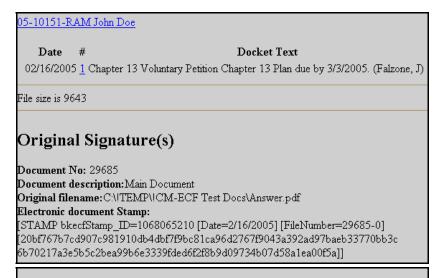
Mailing Information for Case 05-10151-RAM Electronic Mail Notice List The following is the list of attorneys who are currently on the list to receive e-mail notices for this case. • Cam Cradic cameron_cradic@flsb.uscourts.gov • Joe Falzone Joe_Falzone@flsb.uscourts.gov Manual Notice List The following is the list of attorneys who are not on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

	3/12/03
CM/ECF	Chapter V
External User's Guide	Utilities
	Section 4
U.S. Bankruptcy Court, Southern District of Florida	Miscellaneous options

VERIFY A DOCUMENT

This option compares the filed document, known as the Original Signature, with the image displayed by the system, known as the Verified Signature. The following message will display if they match: **The documents signatures are the same**. If they are not the same, the document has been altered.

- STEP 1 Select **Utilities** from the main menu.
- STEP 2 Click Verify a document.
- STEP 3 Enter the Case Number and the Document Number to be verified. Click Next.
- STEP 4 The **Verify Document** screen will display the following message at the bottom of the screen: **The documents signatures are the same**



Verified Signature(s)

Document No: 29685

Document description: Main Document

Original filename: C:\!TEMP\!CM-ECF Test Docs\Answer.pdf

Electronic document Stamp:

[STAMP bkecfStamp_ID=1068065210 [Date=2/16/2005] [FileNumber=29685-0] [20bf767b7cd907c981910db4dbf7f9bc81ca96d2767f9043a392ad97baeb33770bb3c 6b70217a3e5b5c2bea99b6e3339fded6f2f8b9d09734b07d58a1ea00f5a]]

The documents signatures are the same

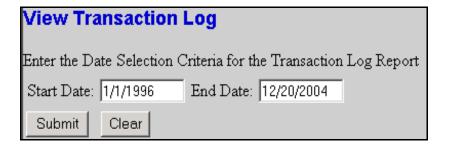
	Chapter V Utilities	
External User's Guide	Section 5	
U.S. Bankruptcy Court, Southern District of Florida	View Transaction Log	

Below are the steps to review all electronic transactions entered by a specific user.

- STEP 1 Select **Utilities** from the main menu.
- STEP 2 The **Utilities Events** screen will display.

Click View Transaction Log. Enter a Start and End Date.

♦ Click **Submit**.



STEP 3 The **Transaction Log** screen will display for viewing.

		Report	Transaction Log Period: 01/01/1996 - 12/20/2004
Id	Date	Case Number	Text
21883	08/04/2004 14:37:24	04-10657	Opened New BK Case 04-10657
21889	08/04/2004 14:46:19	04-10658	Opened New BK Case 04-10658
21892	08/04/2004 14:49:57	04-10659	Opened New BK Case 04-10659

	5/01/05
CM/ECF	Chapter V
	Utilities
External User's Guide	Section 6
U.S. Bankruptcy Court, Southern District of Florida	Your PACER Account

Below are the steps for accessing your PACER account through the CMECF interface.

Logging into your PACER Account from ECF

STEP 1	Click Utilities .
STEP 2	Click Your PACER Account.
STEP 3	Click CM/ECF Login.
STEP 4	Click Submit . The ECF/PACER login screen appears.
STEP 5	Type your PACER login in the Login field, Press [TAB].
STEP 6	Type your PACER password in the Password field, Press [TAB].
STEP 7	If desired, type a client code in the Client Code field.
STEP 8	Click Login . The main menu options change and you are logged in to PACER as well as ECF.

Changing the Client Code of your PACER Account

	5 ,
STEP 2	Click Utilities .
STEP 3	Click Your PACER Account.
STEP 4	Click Change Your Client Code.
STEP 5	Type in a new client code.
STEP 6	Click Submit . A confirmation of the new client code appears.

Login to your PACER account from ECF.

STEP 1

	3/01/03
CM/ECF	Chapter V
	Utilities
External User's Guide	Section 6
U.S. Bankruptcy Court, Southern District of Florida	Your PACER Account

Reviewing your PACER Billing History

STEP 1	Login to your PACER account from ECF.
STEP 2	Click Utilities.
STEP 3	Click Your PACER Account.
STEP 4	Click Review Billing History.
STEP 5	Type in beginning and end dates in the respective fields.
STEP 6	Choose to sort by Date or Client Code/Date from the Sort drop-down list.
STEP 7	Click Submit . A billing report screen appears.

View PACER Account Information

STEP 1	Login to your PACER account from ECF.
STEP 2	Click Utilities.
STEP 3	Click Your PACER Account.
STEP 4	Click View PACER Account Information. An information screen appears.